

# BUDGET LETTER

		NUMBER: 05-02
SUBJECT:	2005-06 OUT-OF-STATE TRAVEL REQUESTS	DATE ISSUED: March 2, 2005
REFERENCES:	GOVERNMENT CODE SECTIONS 11032 AND 13030, STATE ADMINISTRATIVE MANUAL SECTIONS 0760-0765, AND MANAGEMENT MEMO 04-21	SUPERSEDES:

TO: Agency Secretaries  
Department Directors  
Departmental Budget Officers  
Departmental Accounting Officers  
Department of Finance Budget Staff

FROM: DEPARTMENT OF FINANCE

## PURPOSE

This Budget Letter (BL) notifies state agencies of the revised deadline for submitting Out-of-State Travel (OST) blankets. All OST blankets for fiscal year 2005-06 must be submitted to the Department of Finance (Finance) by May 2, 2005. This date supersedes the June 10 deadline set forth in Section 0761 of the State Administrative Manual (SAM). This new deadline will provide more time for review and approval of OST blankets and should prevent travel disruptions by reducing the need for departments to submit individual trip requests for travel which has been included in a blanket that has not yet been approved.

## BACKGROUND

Per SAM Section 0764, departments are required to submit individual OST requests under various circumstances, including when a department's OST blanket has been submitted but not yet approved. These individual requests create extra workload for departments, Finance, Agencies, and the Governor's Office, and would be unnecessary if the OST blanket is approved prior to start of the new fiscal year.

Finance must receive individual OST requests at least 14 days before the travel is scheduled to begin. If departments do not submit individual requests with sufficient lead time, Finance may deny the request and individual employees will not be reimbursed for travel costs. Please refer to SAM and Management Memo 04-21 for additional information regarding the consequences of non-compliance with OST requirements.

## SUBMISSION

Please submit all OST blankets to the appropriate Finance Program Budget Manager by the May 2, 2005 deadline. Departments should refer to SAM Sections 0760-0765 for guidelines in complying with OST requests since all other OST SAM requirements remain in effect.

If you have any general questions, please contact your Finance budget analyst.

/s/ Stephen W. Kessler

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